

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
ADULT JUSTICE, HOUSING, EMPLOYMENT AND EDUCATION SERVICES**

**COUNTYWIDE HOUSING, EMPLOYMENT AND EDUCATION
RESOURCE DEVELOPMENT**

MENTAL HEALTH SERVICES COORDINATOR II

A Mental Health Services Coordinator (MHSC) II is being recruited to be a member of the Federal Housing Subsidies Unit team that provides oversight of the Department's Shelter Plus Care and Homeless Section 8 housing subsidy programs.

ESSENTIAL DUTIES:

- Review and process applications for Homeless Section 8 and Shelter Plus Care with the Housing Authority of the City of Los Angeles (HACLA) and the Housing Authority of the County of Los Angeles (HACoLA)
- Evaluate clients' eligibility for the Shelter Plus Care and Homeless Section 8 programs
- Provide training, consultation and technical assistance for housing liaisons/housing specialists and staff of DMH directly-operated and contract clinics
- Follow up with the Housing Authorities, housing liaisons/housing specialists and case managers regarding applications and other issues
- Provide client advocacy services as needed
- Maintain a tracking system for the HACLA housing process
- Supply data for monthly, quarterly and annual reports
- Investigate and resolve complaints about housing and mental health services from clients, employees and the general public
- Participate in monthly Housing Liaison meetings
- Act as a liaison between DMH and the Housing Authorities
- Assist with special assignments as needed

DESIRABLE QUALIFICATIONS:

- Ability to work as a member of an interdisciplinary team and to collaborate with other DMH staff and outside agencies such as the Housing Authorities
- Demonstrated interest in and commitment to ending homelessness
- Strong interpersonal and communication skills
- Demonstrated interest, commitment and cultural competence in working with culturally diverse populations
- Strong organizational skills and ability to prioritize
- Demonstrated commitment to the Housing First model of treatment
- Ability to use Microsoft Office including Word, Excel and Access
- Flexibility and willingness to alter planned work flow to accommodate the Division's needs

Interested individuals are encouraged to mail or FAX their resume, last two (2) Performance Evaluations and last two (2) years of master time records to:

**Maria Castillo Marquez
Sr. Mental Health Counselor, R.N.
Federal Housing Subsidies Unit
695 S. Vermont Ave. 10th Floor
Los Angeles, CA 90005**

FAX: (213) 637-2336

AN EQUAL OPPORTUNITY EMPLOYER